King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 8 **Resident Services**	
8.01.002 - Resident Worker Reward Program	Approved By:	Director Allen Nance
	Effective Date:	July 16, 2025
	Reviewed By:	PRC
	Review Date:	June 11, 2025
Distribution:	Document Code No.	

Purpose

To establish effective procedures for the review, selection, placement, and supervising of residents in the work program and to create and maintain an awards system for resident workers.

Policy

It is the policy of the department to reward resident workers for the duties they perform in the most cost-effective manner possible.

References

Federal requirements: U.S. Department of Agriculture, Dietary Guidelines for Americans (2005)

Department Policies:
- 6.01.002 - Classification Reviews
- 6.01.005 - Resident Classification and Assessment
- 6.02.002 - Resident Disciplinary System
- 6.04.003 - Resident Rights and Privileges

Department Forms:
- Service Request Kite (F-530)
- Classification Kite (F-532)
- Resident Worker Hire Packet (F-539)
- Resident Worker Tracking List

Other:
- National Commission on Correctional Health Care, J-C-06 Inmate Workers

Definitions

Resident workers: Residents, who are classified, assigned and trained to perform various duties in specific areas throughout the King County Correctional Facility (KCCF) and Maleng Regional Justice Center (MRJC). These workers must complete the resident medical screening form and be medically cleared by Jail Health Services (JHS). Resident workers are assigned to a specific "resident worker" housing location. Typically, resident workers may receive incentive or reward for their work. Participation in this program is a privilege, not a right.

A. General Guidelines

1. Residents wishing to be considered for resident worker status may fill out and submit a Classification Kite (F-532) to classification staff.
2. Potential resident workers shall be screened and cleared by classification staff and screened by uniformed staff prior to being designated for resident worker assignment, refer to department policies 6.01.002 - Classification Reviews and 6.01.005 - Resident Classification and Assessment.
3. Residents requesting to be resident workers shall only be considered if they meet the following minimum criteria (additional criteria may be facility or job specific):
   a. Must be minimum security.
   b. No ongoing or chronic behavior issues.
   c. Must be able to pass a JHS medical assessment.
4. Resident workers who do not meet the above criteria or whose situation has changed may be screened for approval by the classification supervisor.
5. Potential resident workers must:
   a. Complete the Resident Worker Hire Packet (F-539).
   b. Watch all applicable training videos.
   c. Be screened by JHS prior to any work assignments.
6. Officers shall complete and sign off on the Resident Worker Tracking List when all of the necessary trainings and orientations have been accomplished.
7. Per department policy 6.04.003 - Resident Rights and Privileges, the resident worker program is a privilege, not a right.
8. Residents that are selected as resident workers are not afforded special treatment or consideration. All residents are required to follow the rules as listed in the Resident Information Handbook.
9. Resident workers may be removed from worker status when the following apply:
   a. The resident fails to meet behavioral standards described in department policy 6.02.002 - Resident Disciplinary System.
   b. The resident fails to satisfactorily perform assigned duties.
   c. The resident requests removal from the resident worker program.
   d. The resident's charge status changes, (i.e., added hold or charge).
   e. The resident is removed for medical reasons by JHS.
10. Resident worker(s) shall be removed from worker status by a worker removal form or when pending a due process infraction hearing when there are allegations of:
    a. Passing contraband.
    b. Engaging in assault or fighting.
    c. Any major infraction.
    d. Defying staff directives.
11. Classification staff shall be notified if a resident's privilege to work has been terminated.
12. Residents that have been removed from resident worker status because of a serious behavior problem may only be considered for reinstatement following a review by the classification staff after 30 days.
13. Resident workers who were removed from resident worker status for reason other than serious behavior problem may be considered for reinstatement within 30 days or sooner.
14. New resident workers may be utilized for alternative assignments until a permanent vacancy arises.

15. Resident workers shall be assigned duties at the discretion of the unit officer.
16. Per department policy 6.02.002 - Resident Disciplinary System, rule violations may be grounds for removal from the Resident Worker Reward Program.
17. Resident workers shall not distribute or collect completed kites or schedule appointments; and shall not handle medical records, medications, surgical instruments, or sharps.
18. Resident workers shall not clean triage rooms or any areas where medications, medical files, or medical instruments are stored.
19. Resident workers are not authorized to provide medical care or make treatment decisions or recommendations.
20. Resident workers shall receive appropriate training, materials, and equipment prior performing their required duties.
21. Resident workers terminally disinfecting a droplet precaution or a COVID-19 positive cell, unit or area should wear eye protection, surgical masks, gown or level II white coverall, gloves and rubber boots. The resident workers will watch safety training videos to include a Department and Jail Health Services approved video of proper donning and doffing of the eye protection, surgical mask, gown or level II white coveralls and gloves prior to leaving their housing unit to work in a droplet precaution or COVID-19 positive unit.
22. Resident workers assigned conducting laundry duties shall be allowed to wear arm sleeves and gloves, upon their request.
23. Resident workers cannot be used as substitutes for regular program staff.
24. Resident workers assigned to work in the kitchen, laundry, or janitorial program are authorized to receive one extra meal while they are completing their assigned duties, to ensure the daily caloric standards are met as recommended by the U.S. Department of Agriculture, Dietary Guidelines for Americans (2005).
25. Unit workers are not resident workers. Unit workers assist with light general clean up duties in exchange for additional privileges. Unit workers are housed in the unit they serve. Unit workers do not complete a selection process or receive incentive or reward for their work. Participation in the unit worker program is a privilege, not a right.

B. Procedure

1. Officers shall log and track resident work performed on a daily basis using the online form "Resident Worker Tracking List". The Resident Worker Tracking List is located in the "Corp" drive under "Department Forms".
2. Officers shall enter on the tracking list each resident worker's name, booking arrest number, housing location and assignment. Officers shall also enter an "X" under each day of the week the duty was performed. They should then enter the total number of days worked for the week and the resident's rate of pay for that specific duty.
3. Officers shall submit an electronic copy of the completed Resident Worker Tracking List each Saturday, before the end of swing shift, to the commissary bookkeeper. The hard copy with the officer's signature and the duty sergeant's signature shall be forwarded to the commissary bookkeeper to be filed.
4. The commissary bookkeeper will calculate and post an award to the account of each resident worker on Monday, so funds are available for commissary. The resident workweek will run from Sunday through Saturday.